Core Receiving

Welcome to Edison

Core Receiving Training

Logistics

- Start promptly at scheduled time (CST)
  - Full Day courses start at 8:30am
  - ½ Day morning courses start at 8:30am
  - ½ Day afternoon courses start at 1:00pm
- Breaks
  - Morning
  - Lunch 11:30 – 12:30
  - Afternoon
- Location of restrooms
- Login/user id for class
- Let the instruction know if you are having difficulties hearing the instructor or viewing the presentation

Classroom Protocol

Please….

- Mute Cell Phones

- Use breaks to check email, return messages, etc.

- *Do not work ahead*

- *Do not work on your regular job during class*

- *Have fun and enjoy your course!*

Course Prerequisites

- Prior to this course, you should have completed the following courses:
  - ePro1: Basic Requisitioning
  - GL4: Understanding Chartfields

Agenda

- Introduction to Edison
  - Edison Features
- Edison FPL
- Edison Process Flow
- Training Tools
- Course Components
- Course Objectives
- Training Tools
- Edison Help

Introduction to Edison
Why Edison?

- Replacement of existing old and maintenance-burdening administrative systems with a fully integrated solution

- Improve out-dated business processes

- Eliminate duplicate functionality between department and centralized administrative systems

- Meet user department needs not currently met by centralized systems

- Achieve operational efficiency

- Provide better management information

- Leverage new technology

Edison Features

- Web-enabled – allows employees, vendors easier access in a familiar Web environment
- Self-service – more information available directly to owner of data (for example, employee)
- Single integrated database, eliminates keying same data multiple times
- Common user interface between many functions, allows easier transition when employees change jobs
- Real-time processing – current information is available now
- Integration with desktop "office suite" software – many reports can be output directly to Excel

Edison FPL
(FSCM Go-Live)

Financials

Procurement

Logistics

Core Receiving
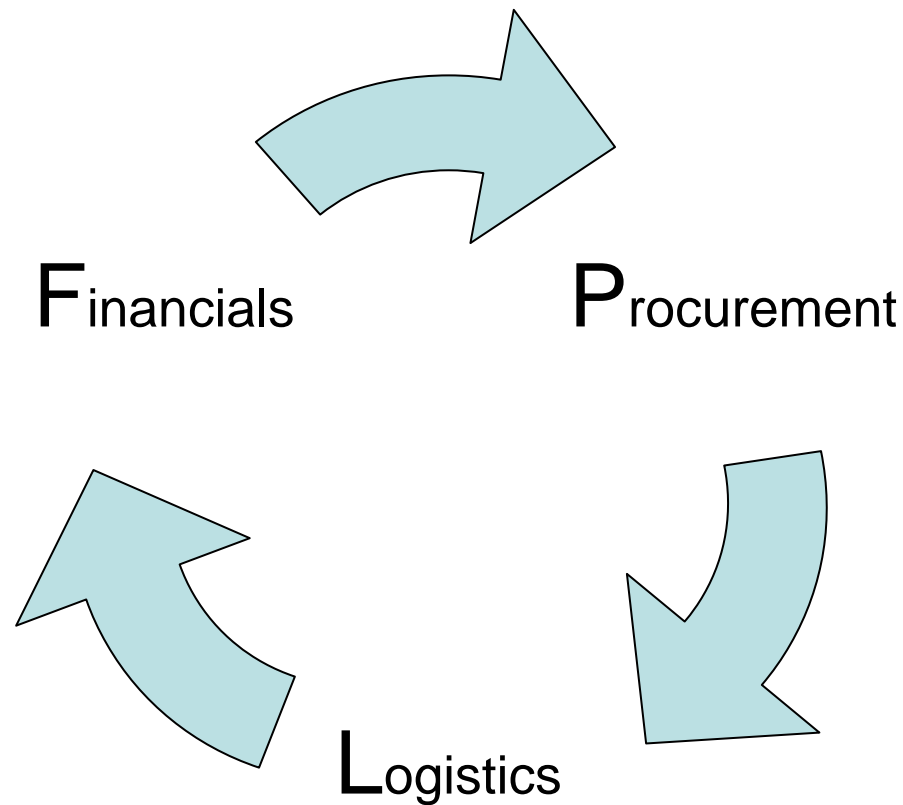
Edison FPL

- What is FPL?
  - A collection of applications
  - Financials, Procurement and Logistics
- Each application consists of a suite of modules
- Each module performs a series of business functions (i.e. Business Processes)
- Business Processes can cross multiple modules

Financials

Financials includes the following modules:

- General Ledger
- Budget Control
- Cash Management
- Cashiering
- Accounts Receivable/Billing
- Accounts Payable
- Travel and Expenses
- Projects and Grants

Procurement
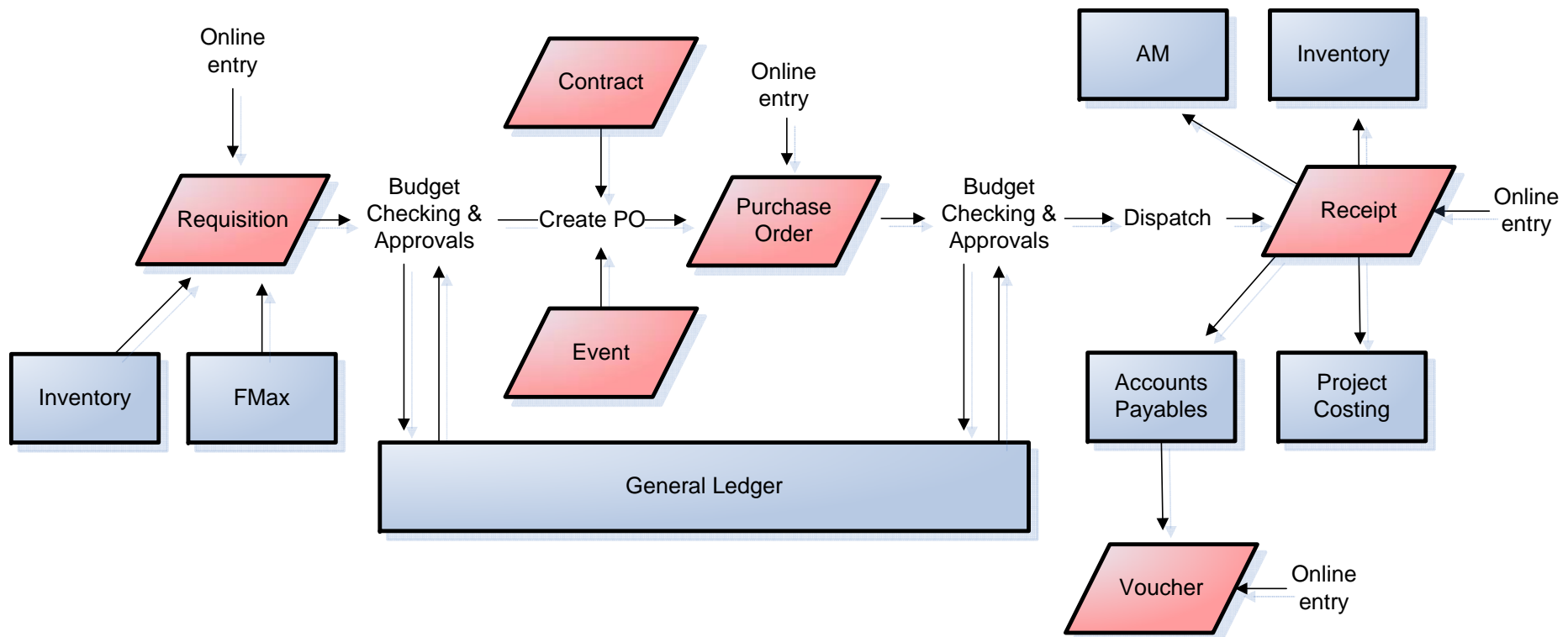
Procurement includes the following modules:

- eProcurement

- Purchasing

- Procurement Contracts

- Services Procurement

- Strategic Sourcing

- eSupplier

Logistics

Logistics includes the following modules:

- Facilities/Plant Management

- Fleet Management

- Asset Management

- Inventory

"Procure to Pay" Business Process Flow

Edison Training

- Methods of Delivering Training
  - Classroom
  - Auditorium
  - Online
  - CBT
- URL to training site
  - http://intranet.state.tn.us/erp/training.html
    - *Locations*
    - *Courses*
    - *Online*
    - *Registration*

Training Tools

- (UPK) User Productivity Kit
  - Supplied by PeopleSoft for development of training materials,
  - Lesson activities will be completed in the UPK today.
    - See It
    - **Try It**
    - **Know It**
    - Do It

- PeopleSoft Database - Exercises

Course Components

- Course Syllabus
- Training Manual
- Training Environments (UPK & PeopleSoft Database)
- Practice Exercises
- Self Assessments
- Support Materials
  - Self Assessment Sheets
  - Data Reference Sheets used with Exercises
  - Quick Reference Guide
  - Handouts

Course Objectives

Upon completion of this course, you will be able to:

- Create a non-Purchase Receipt

- Create a Receipt with an Asset

- Place a Receipt line on hold

- Perform Inspections on a Receipt

- Create and manage Returns to Vendor (RTV)

Course Terminology

- Dispatch
- Distribution
- Due Date
- Item
- Line

- Location
- Purchase Order
- Requisition
- Schedule
- Ship to

Core Receiving processes

- Creating and Managing Receipts
- Processing Inspections
- Processing Return to Vendor (RTV)
- Viewing and Inquiring on Receipts

Purchase Order Components

- Header
- Line
- Schedule
- Distribution
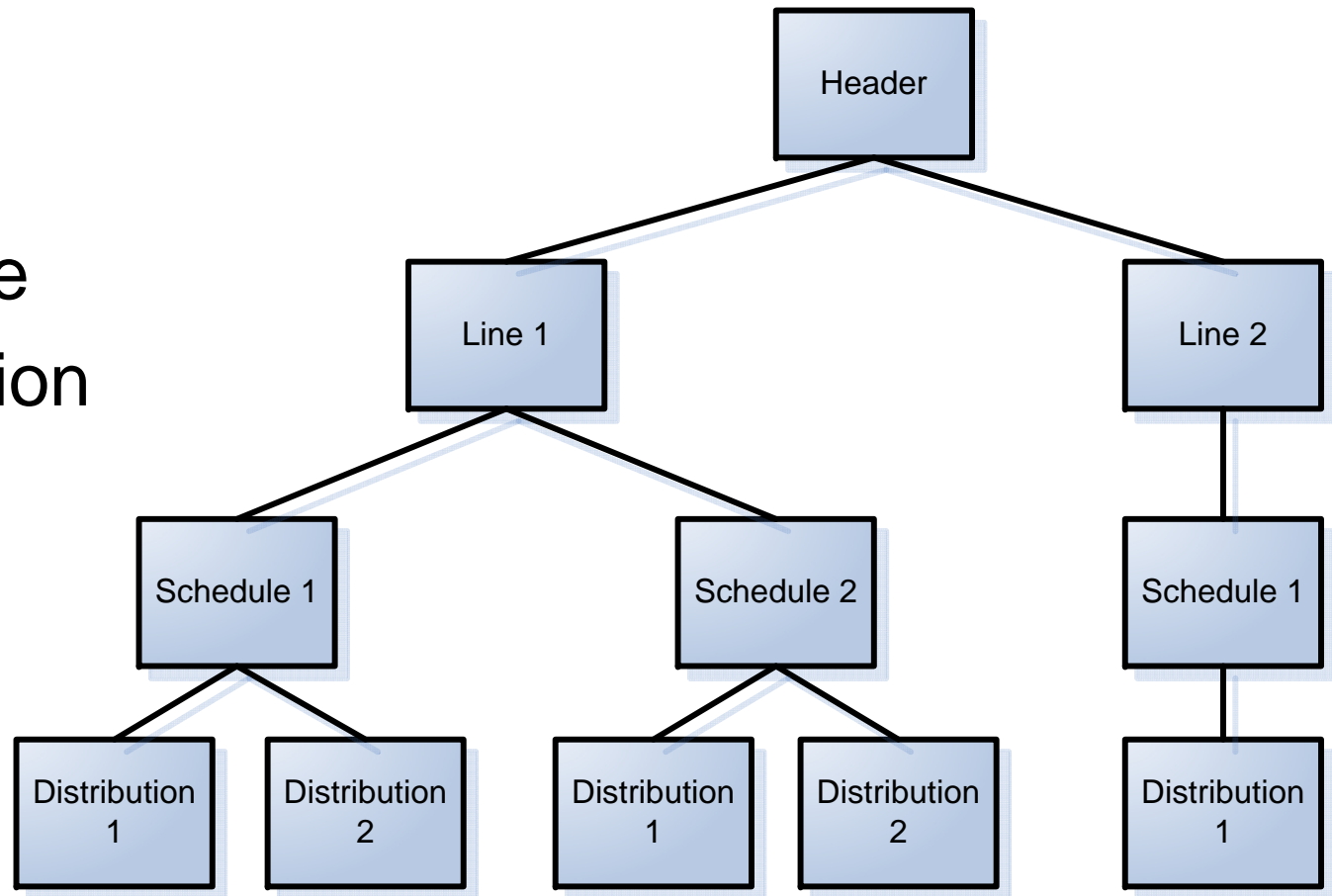
Edison Help

- Edison Help Desk is currently available for all questions
- Limited hours until full system go-live
  - 8:00 am – 4:30 pm CST
- Edison Help Desk:
  - 741-HELP (615-741-4357)
  - 866-376-0104
  - Edison.hd@state.tn.us

Reminders

- Courses will be available online

- Practice exercises can be done in the sandbox as needed

- Become familiar with the Edison FPL terminology

Questions?

Class Evaluation

- We value your time, attendance and input

- Please complete the online course evaluation